

Standard Rule Timeline - May 2022

Start Date	Milestones	Business Days	Completion Date
	Program staff completes Rulemaking Notification Form (RNF) and obtains program management approval.	Varies	
	Program staff routes RNF to Rules Coordination Office (RCO) and the RCO obtains Deputy Executive Commissioner of Policy and Rules (DEC-PR) approval.	5	
	RCO sends RNF to Budget, Legal, and Senior Executive Policy Advisor (SEPA) for team members assignments.	1	
	Kick-off meeting scheduled with program staff, Budget, Legal, SEPA, and others as needed.	1	
	Program staff: Notify external stakeholders of rule project per plan on RNF. Draft rules with input from and review by team members. a. Program Management b. SEPA c. Assigned Attorney	Varies	
	Program staff obtains approval from program management, assigned attorney, SEPA, and the approver documented on #18 of the RNF to share draft rules with stakeholders.	5	
12/9/21	Program staff submits draft rules to RCO for informal external stakeholder comment.	1	12/9/21
12/10/21	RCO reviews draft, reconciles any edits with program, and submits to webservices for posting. Comment period last 2 weeks unless otherwise requested.	20	1/7/22
1/10/22	Program staff considers stakeholder feedback when completing rule packet, and works with assigned Budget team member if necessary to complete Rulemaking Fiscal Impact form (RFI).	10	1/24/22
1/25/22	Program staff submits rule packet to program management for approval: proposed rule, proposed preamble, RFI, HHSC Executive Council form, and draft of proposed Executive Commissioner memo.	10	2/7/22
2/8/22	Program staff routes rule packet to RCO after management approval.	1	2/8/22
2/9/22	RCO Rules Specialist reviews and provides comments.	4	2/14/22
2/15/22	Program reviews and responds to edits from the RCO.	3	2/17/22
2/18/22	RCO sends rule packet to Budget for final review and approval.	15	3/11/22
3/14/22	RCO sends rule packet to SEPA for review and DEC-PR approval.	4	3/17/22
3/18/22	RCO sends rule packet to Legal for review and to provide comments and Chief Counsel or General Counsel approval.	10	3/31/22
4/1/22	RCO sends rule packet to Office of the Governor for review.	15	4/21/22
4/22/22	RCO submits packet to HHSC Executive Council Liaison.	1	4/22/22
5/19/22	Presentation at HHSC Executive Council ESTIMATED DATE	1	5/19/22
5/20/22	RCO Rules Specialist and program staff update Executive Commissioner memo, if necessary, and RCO obtains Legal approval.	5	5/26/22
5/27/22	RCO routes rule packet to the Office of the Executive Commissioner to obtain approval by Executive Commissioner.	7	6/7/22
6/8/22	RCO submits information to <i>Texas Register</i> for publication.	1	6/8/22
6/24/22	<i>Texas Register</i> issue date.	31 calendar days	
7/25/22	Public comment period ends.	1	7/25/22
7/26/22	Program staff prepares the adoption packet: adopted rule, adopted preamble, and adopted Executive Commissioner memo.	10	8/8/22
8/9/22	Program staff submits adoption packet to program management for approval.	10	8/22/22
8/23/22	Program routes adoption packet to RCO.	1	8/23/22
8/24/22	RCO Rules Specialist reviews and provides comments.	4	8/29/22
8/30/22	Program reviews and responds to edits from the RCO.	3	9/1/22
9/2/22	RCO sends rule packet to SEPA for review and DEC-PR approval.	4	9/8/22
9/9/22	RCO sends rule packet to Legal for review and to provide comments and Chief Counsel or General Counsel approval.	10	9/22/22
9/23/22	RCO routes rule packet to the Office of the Executive Commissioner to obtain approval by Executive Commissioner.	7	10/3/22
10/4/22	RCO submits information to <i>Texas Register</i> for adoption.	1	10/4/22
10/21/22	<i>Texas Register</i> issue date.		
10/24/22	Rule Effective Date		